

Appendix D  
**PUBLIC AFFAIRS ANNEX**

**SAMPLE PA ANNEX**

FM 6-99 (101-5)

**(Classification)**

(Change from oral orders, if any)

Copy \_\_\_ of \_\_\_ copies  
Issuing headquarters  
Place of issue (may be in \_\_\_ code)  
Date-time group of signature  
Message reference no. \_\_\_\_\_

ANNEX\_\_ (PUBLIC AFFAIRS) TO OPERATIONAL ORDER \_\_\_\_\_

References: Maps, charts, and other relevant documents

Time zone used throughout order:

**1. SITUATION**

A brief general description of the situation, information affecting public affairs support, which paragraph 1 of the OPOD does not cover, and intended purpose of this annex.

- a. Friendly forces. Outline the higher headquarters' plan (and PA annex) and adjacent unit PA plans. Provide information on friendly coalition forces, which may impact the PA mission. Note PA resources supporting the unit. (Who, where, when), (higher, allied and adjacent headquarters).
- b. Attachments and detachments. Identify all augmenting PA units supporting this command and all attached/assigned subordinate units. Include effective dates, if applicable.
- c. Enemy forces. List information not included in the OPLAN/OPORD, which may impact the PA mission. (Who, where, when, disinformation, rumors, propaganda and OPSEC).
- d. Media. Identify media in the area. (who, where, pools, US. international, local-host country).
- e. Assumptions. List any additional assumptions or information not included in the general situation, which will impact the PA mission.

**2. MISSION**

Clearly, concisely state the public affairs mission. (Internal information for deployed and non-deployed forces, media facilitation and staff operations).

**3. EXECUTION**

- a. Concept of operation. Briefly summarize the public affairs operation plan. Include PA priorities. (Intent --access, information, welfare, morale, will to win) (Concept--who, where, what, why, when) (Specifics--task to a

subordinate; who is to do what, where, when, covers non-PAs too, actions with media: credential, train, transport)

- b. Outline of PA tasks. Identify and assign supporting PA tasks to each element of subordinate and supporting units. Assign specific tasks to elements of the command charged with public affairs tasks, such as requirements for PA augmentation.
- c. Coordinating instructions. Give details on coordination, task organization and groupings. List instructions, which apply to two or more subordinate elements or units. Refer to supporting appendixes (PA assessment) not referenced elsewhere. (Public Affairs Guidance, media in country, media enroute with US forces, media contact report, handover checklist, and task organization).

#### **4. SERVICE SUPPORT**

- a. A statement of the administrative arrangements applicable to this operation. If they are lengthy or are not ready for inclusion in the OPORD, these arrangements may be issued separately and referenced here.
- b. A statement of the logistical arrangements applicable to this operation. Specific coordination should be included if possible, but arrangements may be issued separately and referenced here, if they are too lengthy. (Class I-IX and water), (Services: billets, medical, laundry and mortuary), (Transport: ground, air, TOE, tasked rented/leased, contracted).

#### **5. COMMAND AND SIGNAL**

List signal, visual imaging and satellite communications policies, headquarters and media center locations or movements, code words, code names, and liaison elements. (PAO location, media center, JIBs, sub-JIBs, phones, faxes, e-mail and web page).

ACKNOWLEDGE:

NAME (Commander's last name)  
RANK (Commander's rank)

OFFICIAL:

APPENDIXES: (List PA assessment appendix)

DISTRIBUTION:

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**Classification**